

**OFFICE OF SPECIAL HOUSING INITIATIVES**  
**CLEARANCE OF INDIVIDUAL/ENTITY FORM**

DCA is required to verify that each contractor or entity involved in a project funded with HOME monies are not included on the "List of Parties Excluded from Federal Procurement and Non-procurement Programs." Each Owner is required to submit this Form for each Individual/Entity involved in this project prior to entering into an Agreement for the receipt of HOME funds. Any changes or additions to the list of Individuals/Entities involved in the project must be cleared by DCA prior to the beginning of their involvement in the project. A separate form is required for each Individual/Entity. Forms should be submitted directly to the Contact Person listed in the DCA Agreement for funding.

**PROJECT INFORMATION:**

Name of Project:\_\_\_\_\_

DCA Program Name:\_\_\_\_\_

Name of Project Contact:\_\_\_\_\_

Address of Project Contact:\_\_\_\_\_

Phone Number of Project Contact:\_\_\_\_\_

Email Address of Project Contact:\_\_\_\_\_

**INFORMATION ON INDIVIDUAL/ENTITY FOR WHICH CLEARANCE IS REQUESTED:**

Individual/Entity Name:\_\_\_\_\_

Address:\_\_\_\_\_

Role in Project:\_\_\_\_\_

Project Owner/Contractor/Subcontractor

Type of Work in Project:\_\_\_\_\_

**DCA REVIEW:**

Cleared:\_\_\_\_\_ Not Cleared:\_\_\_\_\_

Review Performed by:\_\_\_\_\_ Signature:\_\_\_\_\_